

Tender Evaluation

Project Title Christmas Lights

Tenders Received	

Tender Evaluation Criteria/ Matrix

MEAT	Overall Weighting	Category	Category Weighting	Element	Element Weighting		
PRICE	25%	Financial	25%	Cost/ Competativeness	Price Evaluation Matrix		
QUALITY	75%	Technical	9%	Capability of company to carry out the specified works	4%		
				Health and Safety	15%	Materials manufactured in house or readily available.	3%
						Programme of works provided and in line with timescales requests.	4%
		Service Delivery	10%			Relevant accreditations in H&S and as required for trades used. E.g NICEIC	4%
				Detailed working practices and procedures/ emergency procedures	4%		
				Appropriate Health and Safety Policy provided or available via website.	4%		
				Competent contractor with experience, training and qualifications.	4%		
		Quality	15%	Company history and experience in the required trades.	3%		
				References provided of previous work and received satisfactory responses.	3%		
				Communication structure, provides a responsible person for contact during works	4%		
				Ability to complete works on time.	3%		
				Insurance Cover in place sufficient	3%		
		Environment	14%	Customer Care	4%		
				Quality of previous work from references/ local projects viewed.	3%		
				Professional Membership/ Accreditation	3%		
				Experience on similar projects	5%		
				Aftercare provided	3%		
		Environment	14%	Policy/ Commitment to reducing greenhouse gases	3%		
				Distance from site to company for travel during project. Target of 40 miles.	3%		
				Materials supplied impact. E.G recycled vs primary manufacture process.	4%		

		Waste Management and disposal methods/ recycling	4%
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Scoring System		
Excellent	Exceeds the required standard. Response answers the question with precision and relevance. Includes improvement through innovation/ added value	5
Good	Meets the standard required. Comprehensive response in terms of detail and relevance to the question.	4
Acceptable	Meets the standard in most aspects but fails in some areas. Acceptable level of detail, accuracy and relevance.	3
Limited	Fails the standard in most aspects but meets some. Limited information/ inadequate/ only partially addressess the question.	2
Inadequate	Significantly fails to meet the standard. Inadequate detail provided/ questions not answered/ answers not directly relevant to the question.	1
Not Eligible for Consideration	Completely fails to meet the standard. Response significantly deficient/ no response	0

Pricing Evaluation

Quote	Percentage Rating	Value of Quote	
	25%	£	44,000.00
	24%	£	44,500.00
	23%	£	45,000.00
	22%	£	45,500.00
	21%	£	46,000.00
	20%	£	46,500.00
	19%	£	47,000.00
	18%	£	47,500.00
	17%	£	48,000.00
	16%	£	48,500.00
	15%	£	49,000.00
	14%	£	49,500.00
	13%	£	50,000.00
	12%	£	50,500.00
	11%	£	51,000.00
	10%	£	51,500.00
	9%	£	52,000.00
	8%	£	52,500.00
	7%	£	53,000.00
	6%	£	53,500.00
	5%	£	54,000.00
	0%		